

SECRET

24 May 1963

MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT : Transfer of OCI Functions and Personnel to OCR

In order to facilitate establishment of the DD/I All-source Center and centralize services thereto, it is agreed that:

1. The Dissemination group, II Staff, OCI, a total of nine persons, will be transferred intact to OCR. (A list of individuals, grades, and slot numbers is attached as Annex A).
2. The responsibility for registry and dissemination of incoming COMINT at Langley will be transferred from OCI to OCR. OCI will retain its present responsibility for registry, packaging, courier service for outgoing COMINT and internal courier service for incoming COMINT, and will assume similar responsibilities for other highly classified materials used in the All-source Center.
3. The Dissemination group will take over from OCI Registry the function of logging COMINT in. It will transfer to appropriate elements of OCI certain functions which it now performs specifically for OCI (see Annex B). Dissemination of collateral material to OCI branches will be performed by OCR.
4. OCR's request that OCI also transfer two clerks from its Registry will be left unsettled until more experience is gained in operating under these new assignments of responsibility.
5. Room 7U07, where the Dissemination group is now located, will be transferred from OCI to OCR.
6. OCR undertakes to provide OCI with the same service in rapid dissemination of COMINT which it now receives, including service in off-duty hours.

Distribution:

- Orig & 1 - Addressee
- 1 - AD/CR
- 1 - ASP/CI; 1-ExOff/CI
- 1 - DCS/II

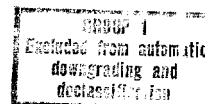
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R. J. SMITH
Assistant Director
Current Intelligence

ASP/CI: [REDACTED] /es/7424/24 May 63

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PAUL A. BOREL
Assistant Director

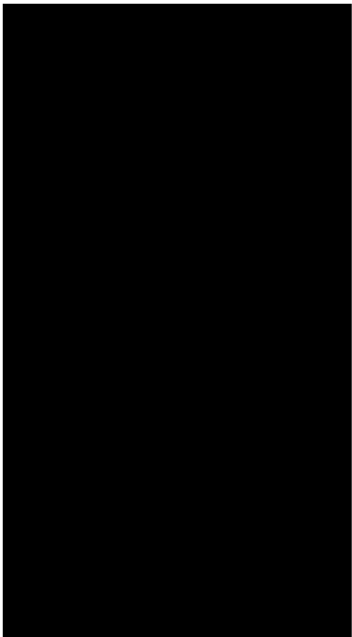
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ANNEX A

PERSONNEL IN CGI DISSEMINATION

Position Number	Position Title	Position Grade	Incumbent	Grade
96	Info Control Officer	GS-12		GS-12
97	Info Control Officer	GS-11		GS-11
98	Info Control Asst.	GS-9		GS-9
98	Info Control Asst.	GS-9		GS-8
98	Info Control Asst.	GS-9		GS-9
98	Info Control Asst.	GS-9		GS-7
98	Info Control Asst.	GS-9		GS-6
98	Info Control Asst.	GS-9		GS-9
86	Requirements Asst.	GS-7		GS-6

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ANNEX B

FUNCTIONS TO BE TRANSFERRED FROM DISSEMINATION TO OCI

- a. Recommending and maintaining distribution lists for OCI publications.
- b. Dissemination of CIA cables to OCI desk level.
- c. Maintaining OCI pseudonym file.
- d. Dissemination to OCI desk level of "standard distribution" collateral items received unrouted in bulk lots from OCR Documents Division, FDD, ONE, [REDACTED] etc.
- e. Procurement of publications.
- f. Preparation of OCI reading guides for disseminators.
- g. Liaison between OCI and OCR and CS on dissemination matters.
- h. Dissemination of CIA regulatory issuances to OCI components.
- i. Processing of requests from OCI desks for procurement of reference material.

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